

## Research Volunteer

The Community Resource Center (CRC), headquartered in Denver, Colorado is a statewide nonprofit management support organization providing low-cost, high-quality programs, resources, and networking opportunities to hundreds of nonprofits throughout the state to strengthen Colorado communities.

For over 20 years, CRC has published the Colorado Grants Guide, Colorado's leading online tool for grant funding research. This comprehensive resource guide contains over 750 profiles of local foundations and trusts, corporations, national funders, and government agencies that support Colorado nonprofit organizations.

The Research Volunteer will play an important role in ensuring that the Colorado Grants Guide is accurate and up-to-date. This volunteer opportunity will consist of researching funders who provide support to Colorado nonprofits by reviewing organizational websites, annual reports, financial information, and IRS tax documents. This is an excellent opportunity to gain in-depth knowledge about the giving priorities and application processes of hundreds of funders and to truly impact nonprofit organizations across the state.

### Major Responsibilities:

- Commit to working 3-5 hours weekly as part of the team that researches, develops, and publishes the *Colorado Grants Guide*
- Efficiently research foundation, corporation, and governmental agency funder profiles currently in the *Guide* using a variety of online resources
- Accurately enter data of researched funders into template while maintaining a consistent writing style
- Communicate with funders to ensure profile accuracy
- Other responsibilities may be assigned based on the volunteer's skill set and specific interests

### Qualifications:

- Excellent communications, writing, and editing skills
- Task-oriented and deadline-driven
- Highly organized with strong attention to detail
- Effective task and time management
- Ability to work independently
- General computer proficiency
- Ability to enter data accurately and efficiently per established guidelines
- Experience researching on the internet; creatively searching to locate information
- Ability to travel to CRC's Denver office (for required on-site training)
- Access to a computer and Internet (if working remotely) **OR** ability to travel to CRC's Denver office on a regular basis (if working on-site)
- Agreement with and commitment to CRC's mission and values

**Work Schedule/Location**

- Schedule and location are flexible, as long as 3-5 hour weekly commitment is met. On-site hours can be scheduled Monday through Friday, 9am-5pm. Research/updates can be accomplished remotely after required on-site training.
- CRC is located at 789 Sherman St., Ste. 210 in Denver and accessible by public transit. Limited parking is available.
- Required 4-hour orientation and training will be held in the downtown area at a date and time to be determined.

**Benefits:**

- Position provides opportunities to increase your knowledge of nonprofit management, personal development, and professional skills.
- Volunteers may participate in specific CRC-led trainings and workshops during the period of their service
- Volunteers will participate in a project that has a direct impact on CRC's ability to deliver its services and fulfill its mission across Colorado and thus to contribute to the success and sustainability of Colorado nonprofit subscribers

**Supervision:** Resource Coordinator, Kelli Mowrey  
**Start:** Upon completion of required 4-hour, onsite training  
**End:** On-going  
**Hours:** 3-5 hours per week for maintenance research and database updates  
**Location:** On-site at CRC or remote via the Internet

**How to Apply:**

Please complete and return the application below to Resource Coordinator, Kelli Mowrey at [mowrey@crcamerica.org](mailto:mowrey@crcamerica.org).

**The Community Resource Center does not discriminate on the basis of age, race, creed, ethnicity, religion, national origin, gender, sexual orientation, gender expression, disability, veteran status, or marital status.**

Information regarding CRC is available on the website, [www.crcamerica.org](http://www.crcamerica.org)

**I have read and understand the expectations for Grants Guide Research Team members. I have the desire and ability to attend the required 4-hour, onsite training, then commit 3 to 5 hours per week to the Colorado Grants Guide Research Project, working with the Team Lead to accurately and efficiently research and update the Guide and positively impact the success of Colorado nonprofits.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRC Staff Signature

\_\_\_\_\_  
Date

We appreciate your interest in the Community Resource Center (CRC) and are sincerely interested in your qualifications to serve our organization. Questions on this application are asked for the sole purpose of considering you for volunteer services.

### Contact Information

**Name:**

**Address:**

**Home:**

**Cell:**

**Email:**

### Education

Please list names of schools, degree/ highest grade completed, major(s)/minor(s)

**High School:**

**Colleges:**

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, etc.

### References

Please provide **two** references who are not relatives and who have knowledge of your work habits and skills

**Name/Relationship:**

**Name/Relationship:**

**Address:**

**Address:**

**Home:**

**Home:**

**Work:**

**Work:**

**Email:**

**Email:**

### Emergency Contact

**Name:**

**Address:**

**Home:**

**Work:**

**Email:**

### Criminal Background Investigation Authorization

I authorize Community Resource Center to conduct a criminal background investigation. I understand if the information provided by me is determined to be false or if I have failed to give any information herein requested, I will no longer be considered for a volunteer position. In the event of my acceptance as a volunteer, if the above occurs, this may be cause for dismissal.

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**Name**

**Signature**

**Date**

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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**Name**

**Signature**

**Date**

### Our Policy

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